



TOWN OF MOORESVILLE ADMINISTRATIVE POLICY

Title: Probationary Period of Employment	Staff Affected: All
	References: None
Approved By:  Town Manager	Approved: December 22, 2020 Effective: January 1, 2021 Rescinds: Policy 11; July 1, 2011 Policy Index #: AP-HR-003

1.0 SUPPLEMENTS

None.

2.0 DEFINITIONS

None.

3.0 POLICY PROVISIONS

It is the purpose of the probationary period to provide a time for the Town to determine whether the employee has shown the ability to meet the initial expectations for the position. Supervisors should actively evaluate whether the probationary employee's conduct and performance successfully meets the expected standards and requirements.

3.1 Probationary Period

Every person initially hired, promoted, transferred, or demoted into a regular position shall serve and successfully complete a six (6) month probationary period, except those hired into entry-level public safety positions.

Employees hired into entry-level public safety positions will serve a twelve (12) month probationary period.

Entry-level public safety positions include:

- Firefighters
- Police Officers

Trainee Employees

All employees hired as a Trainee shall serve either a six (6) month probation or remain on probation until the completion of their training, whichever is longer.

3.2 Unsatisfactory Performance

Unsatisfactory performance can occur at any time within the probation period.

- Prior to the dismissal of a probationary employee, the Department Director shall consult with the Director of Human Resources
- A promoted, transferred, or demoted employee who does not successfully complete probation may return to his/her former position if it is available. If the former position is not available, the employee may be transferred, demoted, or dismissed.

3.3 Extension of Probationary Period

At the discretion of the Department Director, the initial probationary period may be extended up to six (6) months.

3.4 Grievance Rights

A new employee who is dismissed during the initial probationary period does not have any grievance rights. This restriction also applies to an employee whose initial probationary period is extended pursuant to Subsection 3.3 above. However, a promoted, transferred, or demoted employee who is dismissed during the probationary period has a right to the grievance process.

3.5 Personnel Transactions

Newly hired, promoted, transferred, or demoted employees generally are not eligible for promotion, lateral transfer, or voluntary demotion during the probationary period. Exceptions may be granted by the Town Manager when such promotion, lateral transfer, or voluntary demotion is in the best interest of the Town.

3.6 End of Probation

Upon successful completion of a performance appraisal at the level of "Good" or above, an employee's probationary period of employment ends.

4.0 ATTACHMENTS

None.